



Department of Energy
Washington, DC 20585



January 6, 2022

MEMORANDUM FOR ARPA-E PERFORMERS

FROM: Shane Kosinski, Deputy Director for Operations

RE: Notification of ARPA-E Quarterly Reporting and Reminders on Subject Invention, Patent, and Publication Disclosures

Thank you for your continuing efforts under your ARPA-E award. In order to keep you up to date with reporting requirements, please see the information below. This will help you submit your ARPA-E quarterly program report as well as ensure subject inventions, patents, and publications are disclosed appropriately. Of course, if there are questions, you may contact your ARPA-E support team at any time.

Quarterly ARPA-E Reports

This is required for all ARPA-E lead performers under a Cooperative Agreement, Grant or – for federal laboratories - Work Authorization, and is included in Attachment 4 of your award or within your Work Authorization. As a reminder, you are required to submit your ARPA-E Quarterly Report and Standard Form 425 (SF-425) (with the exception of stand-alone Labs who do not require a SF-425) electronically via a web-based system, the Energy Program Information Center (ePIC). To complete a Quarterly Report, please navigate to the Project Reports page, and select “Quarterly Research Performance Progress Reports.” From this section you will be able to start your Quarterly Report.

The ARPA-E Quarterly Report, covering the period October 1st – December 31st, is to be completed and submitted in ePIC **no later than January 31st**. Also, please note that ePIC is available for performers to begin entering quarterly reports 3 weeks prior to the end of the quarter. If you need assistance with ePIC, you may contact epichelp@hq.doe.gov or your ARPA-E support team at any time.

For those performers who are not yet registered for access in the ePIC system, navigate to <https://arpa-e-epic.energy.gov>. Click on the “Register” link above the log-in account information. Once you have received a confirmation email after registration, please send an email to epicHelp@hq.doe.gov containing the award number(s) of the project(s), and the associated username with which you registered, and please CC the Principal Investigator for the project.

The ePIC Quarterly Reporting User Guide can be found on the ePIC website by clicking the “User Guide and FAQ” link at the top or at the following: <https://arpa-e-epic.energy.gov/FAQ.aspx>. Please note that you must be registered and must log in to access the User Guide. If you have any additional users who require access to ePIC, please send your access request to epichelp@hq.doe.gov.

Please note that for those project teams that include an FFRDC (federal laboratory), only the lead organization among the team members is required to submit a quarterly report. If you are unsure as to which team member is the lead organization, please reach out to your ARPA-E support team.

Reminder on Subject Inventions and Patent Disclosures

As a reminder, please refer to Attachment 4 of your award for instructions regarding Intellectual Property Reporting. The Prime Recipient should utilize NIH’s iEdison System (<https://s-edison.info.nih.gov/iEdison/>) to disclose subject inventions and patents to DOE Patent Counsel. Please remember to include a government interest statement in all your patent filings and specify the ARPA-E award number.

Reminder on Publication Disclosures

In 2014, the Department of Energy (DOE) issued its [Public Access Plan](#) to increase access to published scientific research funded by DoE. This is part of a federal, agency-wide effort to increase access to the results of such published R&D. ARPA-E projects awarded or renewed after October 1, 2014 are subject to these requirements.

Public access to publications applies to [final peer-reviewed accepted manuscripts](#) resulting from DOE funding. This is the version of the manuscript that includes all modifications resulting from the peer-review process, but is a manuscript version and not a PDF of the published article. Manuscripts where you have acknowledged your DOE ARPA-E award, including those publications that are reported in your progress reports, should be submitted to DOE's Office of Scientific and Technical Information (OSTI) per the DOE Public Access Plan.

Submission of manuscripts is straightforward. DOE asks researchers to submit standard metadata about the manuscript (DOE Award/Contract number, title, authors, journal name, publication date, etc.), and a publicly accessible link or a copy of the manuscript. If you have the digital object identifier (DOI) for the publication, most of the information (title, journal, volume, issue, authors, and publication date) can be automatically populated by the system. Submission details can be found by visiting the OSTI public access [faq page](#), and you should refer to the specific instructions for submissions that are included in your reporting instructions/[DOE F 4600.2](#). If you wish to submit your manuscript now, please go to: [https://www.osti.gov/elink/241-3 Wizard.jsp](https://www.osti.gov/elink/241-3_Wizard.jsp). If you have any questions, please contact OSTI at elink_Helpdesk@osti.gov.

When submitting manuscripts for publication in journals, please also be sure to properly acknowledge ARPA-E funding support and to include the DOE/ARPA-E award number in the Acknowledgements text.

Public access benefits authors and researchers by increasing access to the publications, resulting in a greater likelihood of citations, and leading to increased scientific impact. APRA-E appreciates your support in meeting the DOE's Public Access requirements.

Thank you in advance for your cooperation.